

 <div style="text-align: center;"> STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES </div> <div style="text-align: center; font-size: 1.2em; font-weight: bold;">Policy and Procedure</div>		POLICY AND PROCEDURE NUMBER 08.02.034	PAGE 1 of 4
		EFFECTIVE DATE August 30, 2005	
SUBJECT Hiring for Classified Positions in Ranges 16 and Above		SUPERSEDES New	DATED New
CHAPTER Personnel Administration	SECTION Personnel	APPROVED BY <i>Mike Barton 9/1/5</i>	

PURPOSE

This formalizes the policy and procedure of the department on hiring for classified positions in ranges 16 and above.

Nothing in this policy and procedure supersedes any provision of Chapter 39.25 (State Personnel Act) of the Alaska Statutes or Chapter 7 (Personnel Rules) of the Alaska Administrative Code. If anything in this policy and procedure is found to conflict with those laws and regulations as written or as they may be written in the future, then the laws and regulations take precedence.

POLICY

Recruitments to fill classified positions in ranges 16 and above will be open competitive unless the chief of the applicable organizational unit¹ approves a written justification for a narrower scope of recruitment.

The department will use hiring panels for filling such positions.

All identified underutilized minority and female applicants for such positions who meet the minimum qualifications will be offered an opportunity to interview.

When an identified underutilized minority or female applicant and another applicant who is not thus identified share the highest rank, the underutilized applicant is the only applicant who may be recommended for hire.

When required by a collective bargaining agreement, or when the chief of the applicable organizational unit or the hiring manager determines it to be practical, hiring panels may be used to hire for positions below range 16.

This policy is issued to comply with U.S. Department of Transportation, Federal Highway Administration regulations detailed in 23 CFR 230C Part II. These regulations require the department to maintain an internal equal employment opportunity program implemented through its affirmative action plan and annual assurances. Analysis within

¹ Director of the division or region, system director or manager, or commissioner

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the plan and assurances has identified underutilization of minorities and women in job classes within the department. This policy takes steps to correct underutilization of minorities and women.

PROCEDURE

Overall Hiring Process

Employees who take hiring actions for classified positions do so under the Division of Personnel's direction. Such positions are normally filled through the Division of Personnel's Workplace Alaska, and the process of filling the position is conducted by a qualified Workplace Alaska hiring manager. The procedures stated here are to be followed in the larger context of the Division of Personnel's hiring procedures.

Composition of the Hiring Panel

The hiring panel consists of three or four individuals. When possible, hiring panels will comprise a cross-representation of gender and ethnicity. The chief of the applicable organizational unit must approve the hiring panel members in writing before members begin involvement with the hiring process. Only current state employees may serve on hiring panels for positions in the classified service. Alaska Statute 39.25.080 prohibits non-state employees from serving on hiring panels.

The hiring panel must be selected at the outset of the hiring process. The panel begins its duties by preparing the interview and reference check questions and by establishing a scoring and ranking process. These tasks must be done before the recruitment begins.

The same panel members must remain on the hiring panel throughout the entire hiring process. If unforeseen circumstances prevent a member from continuing on the panel after the interview process has begun, the hiring process must be terminated.

General Protocols of the Hiring Panel

Each member of the hiring panel is required to maintain strict confidentiality about interview proceedings, processes, and deliberations. This includes applicant information, interview questions, screening scenarios or exercises, selection and rating criteria, and reference checks. The hiring manager will ensure that members are informed of their obligation to maintain confidentiality under AS 39.25.080.

The hiring panel may designate a lead member. However, each member must have the opportunity to participate in all of the panel's activities.

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Tasks of the Hiring Panel

The hiring panel has four tasks: applicant screening, interviews, reference checks, and hiring recommendation. The hiring panel must fulfill all four tasks, regardless of the number of applicants. Each task is discussed below.

Applicant screening

The hiring panel screens the applicant pool using the selection criteria established at the outset of the recruitment. In addition to those applicants who meet the criteria and are selected to interview, all identified underutilized minority and female applicants for the position who meet the minimum qualifications will be offered an opportunity to interview. Follow current Division of Personnel guidelines on applicant screening.

Interviews

The hiring panel determines the interview questions and scenarios, and the scoring and ranking process, before the recruitment begins. Interviews will be scheduled so that each panel member is available to participate in all interviews. Each member will be given a copy of the interview schedule in advance of the interviews. At the interview, each member will have a copy of the interview questions, will participate in the interview of each applicant, and will separately record applicant responses to each question. Follow current Division of Personnel guidelines on interview questions and processes.

Reference checks

The hiring panel determines the reference check questions before the recruitment begins. Reference checks are conducted for the applicant found most qualified for the position. Checks may be conducted by a single panel member, or this responsibility may be divided among panel members. Follow current Division of Personnel guidelines on reference checks.

Hiring recommendation

After interviews and reference checks are complete, the hiring panel meets to verify and objectively evaluate the applicants and to make a hiring recommendation. The views of all hiring panel members must be considered. If there is a conflict or difference of opinion among members, that conflict or difference will be documented and supported by the findings of the interview and selection process. If the conflict cannot be clearly articulated or supported, it must have no impact on the final hiring recommendation. Follow current Division of Personnel guidelines on making hiring recommendations.

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When an identified underutilized minority or female applicant and another applicant who is not thus identified share the highest ranking, the underutilized applicant is the only applicant who may be recommended for hire.

After the hiring panel has arrived at a recommendation, the DOT&PF underutilized candidate consideration form is prepared for the approval signature of the chief of the applicable organizational unit. The form is required even when there is no underutilized candidate. After this form is approved, the hiring manager consults Employee Services in the Division of Personnel for approval to make a job offer.

AUTHORITY

Federal regulations detailed in 23 CFR 230C Part II

IMPLEMENTATION RESPONSIBILITY

Deputy commissioners, division directors, regional directors, system directors/ managers, all supervisors, and all hiring managers

DISTRIBUTION

All department employees via the DOT&PF website